

Fleming County Project Development Board
201 Court Square, Courthouse Annex
Flemingsburg, KY 41041
Record of Minutes June 5, 2007, 5:00 pm Eastern

AOC CONSTRUCTION FILE
COUNTY: Fleming
FILE CODE: PDB 1
SUBMITTED BY: 17
DATE: 1 Oct 07

The meeting was called to order at 5:58 PM to open the inaugural meeting of the Fleming County PDB by Michael Kier, AOC Project Manager representing Garlan Vanhook AIA, AOC General Manager of Facilities. After opening remarks by Mr. Kier the meeting was turned over to Fleming County Judge Executive Larry H. Foxworthy.

Roll Call was completed as noted below:

- Present: Michael Kier, Project Manager, AOC
Stockton B. Wood, Circuit Judge, 19th Judicial Circuit
W. Todd Walton II, District Judge, 19th District
Larry H. Foxworthy, Fleming County Judge Executive
Pam Lowe, Fleming County Circuit Clerk
Marvin W. Suit, Attorney
David DeAtley, Magistrate District 2
J. Scott Brown, General Manager of Auditing Services, AOC
- Absent: Dr. Deborah Williamson, Ph. D., Manager of Education Services, AOC
- Item 1: The first order of business was to confirm nomination of PDB Chairperson.
A motion was made by Judge Stockton Wood to confirm County Judge Executive Larry H. Foxworthy to perform the Chairperson's duties outlined in AP Part X for the Fleming County Project Development Board. Seconded by Attorney Marvin Suit. All in favor.
- Item 2: Nomination and selection of PDB Co- Chairperson.
A motion was made by Judge Todd Walton to elect Attorney Marvin Suit to perform the Co-Chairperson's duties outlined in AP Part X for the Fleming County Project Development Board. Seconded by Judge Stockton Wood. All in favor.
- Item 3: Old Business: None to discuss due to this being the inaugural meeting.
- Item 4.a: Nomination and selection of PDB Secretary.
A motion was made by Judge Stockton Wood to elect Tammy Gray to perform the Secretary's duties outlined in AP Part X for the Fleming County Project Development Board. Seconded by Magistrate David DeAtley. All in favor.
- Item 4.b: Procurement of Architectural Services
A motion was made by Magistrate David DeAtley to publish a public notice seeking architectural services. Advertising to be submitted to Lexington Herald and Flemingsburg Gazette. Seconded by Circuit Clerk Pam Lowe. All in favor.

A motion was made by Judge Todd Walton to set the deadline for accepting architectural proposals for consideration will be July 16, 2007 at 4:00 pm Eastern Time. Seconded by Circuit Clerk Pam Lowe. All in favor.
- Item 4.c: Procurement of Financial Advisory Services
A motion was made by Judge Todd Walton to publish a public notice seeking financial advisory services. Advertising to appear one time in Lexington Herald and Flemingsburg Gazette with a deadline for accepting proposal for consideration will be July 16, 2007 , 4:00 pm Eastern. Seconded by Magistrate David DeAtley. All in favor.

Item 4.d: Board members discussed the use of Construction Manager Services and/or General Contractor Services. No action was taken at this time.

Judge Todd Walton presented the board a letter of disclosure regarding a conflict of interest in Construction Manager Selection.

Chairperson Foxworthy requested a list of current and past AOC projects which currently utilize or previously utilized CM or GC services. AOC Michael Kier will generate listing.

Item 4.e.i: Site procurement procedure was discussed and documentation that is required under AP Part X for land owners to submit their parcels for consideration. Public was informed that site selection would not proceed until the procurement of architectural services was complete.

Item 4.e.ii: A brief overview of Program Documents detailing budget allocations and facilities was given by AOC Michael Kier.

Item 4.e.iii: Chairperson Foxworthy discussed the goals of the PDB to be soliciting and obtaining architectural services first, soliciting and obtaining financial advisory services and then site selection.

Other: Salary requirements for newly appointed Secretary, Tammy Gray were submitted to be One Hundred Dollars (\$ 100.00) per regularly scheduled meetings and Ten Dollars (\$ 10.00) per hour for each special call meeting.

A motion was made by Attorney Marvin Suit to approve salary requirements as noted above for Secretary of the PDB, Tammy Gray. Seconded by Judge Stockton Wood. All in favor.

AOC Michael Kier to clarify the number of times public notices are to be published for the architectural and financial services.

A motion was made by Magistrate David DeAtley to amend the previous motion regarding the number of times to publish the architectural services public notice to be the minimum requirements as per AP Part X. Seconded by Circuit Clerk Pam Lowe. All in favor.

Next regular meeting will be July 3, 2007 at 5:00 pm Eastern Time at Fleming County Courthouse Annex, 201 Court Square, Flemingsburg, Kentucky.

Adjournment **A motion was made at 5:47 pm Eastern time by AOC Director Scott Brown. Seconded by Judge Stockton Wood. All in favor.**